

## 1.7 WESTERN FLHD PROCEDURE

**Section 1.1 GENERAL - Subsection C. Revisions.** Add the following:

**1. Purpose.** This subsection requires that the general policy and guidelines provided in this manual be supplemented by Division Office direction to define and clarify standard operating procedures. The following instructions relate to the issuance of Division procedures.

**2. Operating Procedures.** Adopted procedures will be issued electronically. Paper copies may also be issued as requested. Paper copies will be issued on beige paper. Procedures will have the same format and labeling style of the manual. Graphs, figures, and tables will be neatly done on CADD or word processing equipment.

**3. Table of Contents.** Section 7 of each chapter is reserved for Division procedures. Section 7 of each chapter will always begin with a table of contents. The table of contents will show the number of the procedure, the effective date of the procedure, describe the subject matter, and indicate the number of pages in the procedure. The date of the latest procedure transmitted will show on the lower right corner of the page. An example table of contents is shown in [Figure A](#).

**4. Headings.** All adopted procedures for individual chapters will be prefaced by the chapter number (1 through 11 as appropriate), a period, then section number 7 (section reserved for Divisions), followed by WESTERN FLHD PROCEDURE. Note the heading of this procedure as an example.

**5. Subheading.** Following the heading, the chapter section, subsection, or paragraph with appropriate labels will be inserted. Note the "Section 1.1 GENERAL. Subsection C. Revisions." subheading of this procedure. Describe the action to be taken to the subheading subject. A phrase such as add the following or delete paragraphs X through Y and substitute the following will define or clarify the modification.

When a new subsection is required, use, for example, the subheading: Section 1.1 GENERAL. Subsection D. Permits. (New Subsection.) This means that a Subsection D. Permits. has been added as a supplement to Section 1.1 GENERAL in Chapter 1.

**6. Statement of Purpose.** A short statement expressing the purpose of the revision or procedure should follow the subheading. Note Subsection 1 of this procedure as an example.

**7. Procedure Numbers.** The subheading information will control the numbering system used for all procedures. Use chapter section number, subsection letter if appropriate, and a sequential number. This procedure is numbered 1.1.C-1, which means it is supplemental guidance for Chapter 1, Section 1.1, Subsection C, and is the first Division procedure to be issued under Subsection C. A second procedure issued under this subsection would be numbered 1.1.C-2.

**8. Procedure Revisions.** When an adopted procedure is modified, corrected, or changed in any manner, the procedure, including a revised table of contents, will be reissued in its entirety. The procedure number will remain the same and the effective date will be used to identify the most recent procedure.

For procedures being reissued, a vertical line will be placed to the right of the paragraph being modified or to new material being added to highlight the current changes.

**9. Page Numbering.** The bottom of each page will be labeled with WFLHD Procedure No. X.X.X-X in the lower left corner, page X of X in the lower center, and the effective date in the lower right corner of the page. The table of contents will not have a procedure number or page number on the bottom of the page, only the effective date.

**10. Figure Labeling.** All graphics, tables, exhibits, drawings, etc., will be considered figures in Division procedures. All figures will be labeled alphabetically and sequentially beginning with Figure A. All figures will have a title or name. Figure labels and title/names should be easily distinguished from the figure as shown in Figures A, B, and C of this procedure. Full page figures will have page numbers in accordance with 9. above.

**11. Coordination Responsibility.** The following organizational units within WFLHD will be responsible for the coordination of adopted procedures:

Chapters 1 & 2	Program Planning and Administration Branch
Chapter 3	Environmental Discipline Leader
Chapter 4	Project Development Branch
Chapter 5	Surveys/Mapping Team
Chapter 6	Geotechnical Team
Chapter 7	Hydraulics Team
Chapter 8	Design Quality and Safety Engineer
Chapter 9	Project Development Branch
Chapter 10	Bridge Team
Chapter 11	Project Development Branch

All users of the manual are encouraged to submit recommendations to clarify procedures to either the Division Engineer or the person in charge of the above organization units, as appropriate, for coordination for issuance.

As issues and concerns are identified, teams may be given the responsibility for revising existing procedures, or developing new procedures.

**12. Distribution.** The Division Engineer will approve and distribute all procedures. Adopted Division procedures will be issued to all WFLHD manual holders, Eastern FLHD, Central FLHD, and the Federal Lands Highway Office (FLHO).

The Design Quality and Safety Engineer will establish a Division file to retain copies of all operating procedures. The file will be permanent and will not be destroyed or forwarded to the Federal Records Center. The Design Quality and Safety Engineer will also insure the procedures are posted electronically, printed and distributed as requested.

Adopted procedures will be sent out using [Figure B](#). Transmittals of adopted operating procedures will be numbered sequentially beginning with W1.

A Summary of Transmittals, [Figure C](#), will also be distributed with adopted procedures.

## CHAPTER 8 - SAFETY

### 8.7 DIVISION PROCEDURES

#### TABLE OF CONTENTS

Procedure No.	Date	Subject	No. of Pages
8.2-1	3/20/88	Safety Effects of Cross-Section Design for Two-Lane Roads, Report No. FHWA RD-87/008 DOT, FHWA,. 1987	1
8.2-2	10/22/88	Effectiveness of Clear Recovery Zones, Transportation Research Board, Report 247, 1982	1
8.3.A-1	6/18/90	List of Contacts to Obtain Accident Data from States, Local, and Federal Agencies	8
8.4.H-1	3/15/88	Construction Zone Temporary Pavement Marking Guidelines	5
8.4.H-2	3/15/89	Use of Drums for Traffic Control in Construction Zones	3

June 18, 1990

**Figure A**  
Example of “Table of Contents”

**Figure B**  
Example of "Adopted Procedures Transmittal Form"

WESTERN FEDERAL LANDS HIGHWAY DIVISION

TRANSMITTAL NO. W1

DATE: September 9, 1999

SUBJECT: Project Development and Design Manual  
Adopted Division Procedures

FROM: Carol H. Jacoby, Division Engineer  
Western Federal Lands Highway Division

\_\_\_\_\_  
Signature

TO: All Holders of the WFLHD Project Development and Design Manual  
EFLHD, CFLHD, FLHO Manual Holders

The Division Procedure and Table of Contents accompanying this Transmittal Sheet shall be inserted in Chapter 1, Section 7, as follows: **[ MODIFY AS APPLICABLE ]**

CHG. NO.	REMOVE		INSERT		EXPLANATION OF CHANGES
	PROCEDURE	DATED	PROCEDURE	DATED	
1	Table of Con- tents 1.7	1/6/98	Table of Con- tents 1.7	9/9/99	Revised procedure date
2	1.1.C-1	1/6/98	1.1.C-1	9/9/99	Instructions for Issuing Division Procedures.

The Project Development Design Manual and all current procedures are available for inspection and download at <http://www.wfl.fhwa.dot.gov/projects/pddm/>

WESTERN FEDERAL LANDS HIGHWAY DIVISION  
PROJECT DEVELOPMENT AND DESIGN MANUAL

**Adopted Procedures**

SUMMARY OF TRANSMITTALS

Transmittal Number	Transmittal Date	Description
W1	9/9/99	Instructions for Issuing Division Procedures [Chapter 1]
W2	9/29/99	ERFO project development procedures [Chapter 9]
W3	10/25/99	Environmental analysis and public involvement procedures [Chapter 3]

October 25, 1999

**Figure C**  
Example of “Summary of Transmittals”